



REFERENCE FILES

University of Montevallo
COUNSELING AND CAREER CENTER

ESTABLISHING your file . . .

Maintaining and mailing the **Teacher Reference File** for our Education majors is one of the many valuable services provided by the UM Counseling Center. Many educational employers place great importance on an applicant's letters of reference. These reference files are a pre-employment requirement for almost all teacher candidates.

A **Teacher Reference File** contains three to six reference forms from people who are in a position to observe or know about your skills and abilities as they relate to teaching. In selecting appropriate people for your reference file, you may want to choose from among the following: cooperating teachers, professors, principals, supervisors or employers who are willing to give you an excellent recommendation. School systems vary as to the number of references they require.

Follow these guidelines to establish your **Teacher Reference File** with the University of Montevallo Counseling Center. To insure that your reference file will be maintained and mailed in the most expeditious manner . . .

Use the enclosed TEACHER REFERENCE form. Substitute it for any form provided by a particular school system. Give a copy of it to each person you select as a reference. Make as many copies as you need.

Complete the top portion of the TEACHER REFERENCE form in advance with your name, teaching field and graduation date.

Provide a copy of your resume to each person you select as a reference. Also, provide a pre-addressed envelope to be sent to: UM COUNSELING CENTER, STATION 6262, MONTEVALLO, ALABAMA 35115. Please allow 30-90 days for your completed reference form to be returned.

REQUESTING your file . . .

Educational employers will typically require three to six letters of reference as a condition for employment. These reference forms are recommendations in your behalf written by individuals you have carefully selected in advance. The UM Counseling Center can submit your **Teacher Reference File** for you at your request. We will maintain your file for seven years.

Follow this procedure when requesting submittal of your **Teacher Reference File** to potential employers...

Contact school systems to obtain application forms. Ask for their requirement as to the number of references you'll need to submit. Replace any individual school system reference forms with your own **University of Montevallo TEACHER REFERENCE** forms.

Obtain the name and mailing address of the person to receive the file. If needed, obtain the fax number.

Complete the enclosed REFERENCE REQUEST form. Make additional copies if needed.

Mail the completed REFERENCE REQUEST form to: UM COUNSELING CENTER, STATION 6262, MONTEVALLO, ALABAMA 35115

Enclose \$ 2 . 00 per file requested. Indicate whether you want your file mailed or faxed.

Your **Teacher Reference File** is a valuable and essential employment tool. It requires advance planning for you and for us to properly and efficiently process your file. Please MAIL your requests for submittal. Or come by our office in person. Please do not request submittal by telephone.

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